



## SUFFOLK UNIVERSITY OFF-CAMPUS HOUSING OFFICE

### COMMUTER AMBASSADOR APPLICATION

#### *Background Information*

- Award Amount:** \$4200 total (\$1800 posted as a grant to tuition account and \$2400 awarded as employment, which is paid on a bi-weekly basis for hours worked).
- # of Hours Required:** 300 per academic year
- Requirements:** Applicants must be currently enrolled as a full-time undergraduate for one academic year (two semesters) and plan to maintain full-time status. Applicants must also have and maintain a minimum cumulative grade point average of 2.8.
- Other:** Awards are renewable based on satisfactory performance. The employment portion of these awards (\$2400) is considered taxable income and subject to tax withholding.
- Application Instructions:** To be considered, you must submit a copy of this application, a personal statement, two recommendations and an unofficial copy of your transcript to:

Yvette C. Velez  
Director, Off-Campus Housing Office  
73 Tremont Street/6<sup>th</sup> Floor

**SUFFOLK UNIVERSITY  
OFF-CAMPUS HOUSING OFFICE**

**Commuter Ambassador Application**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Currently enrolled as: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior

Current cumulative grade point average: \_\_\_\_\_ Major: \_\_\_\_\_

**Previous Employment Experience**

Employer	Dates of Employment	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Extra-Curricular Activities**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please tell us why you chose to attend Suffolk University:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Statement**

On a separate piece of paper, please prepare a personal statement explaining why you would make a good Commuter Ambassador for the Off-Campus Housing Office. You may include elements from your own experiences living off-campus or commuting, activities that you are involved with at Suffolk or what you think you could add to the overall commuter student experience here at Suffolk University. This statement should be 1-2 pages in length. Please contact the Off-Campus Housing Office with any questions.

**PLEASE READ AND SIGN**

I understand that if I receive a Commuter Ambassador award, I will be required to provide 300 total hours per academic year in the Off-Campus Housing Office. I understand that if selected, I will meet with Yvette C. Velez, the Director of Off-Campus Housing and the Assistant Director of Off-Campus Housing to establish a mutually agreed upon weekly schedule. I realize that my award may require limited evening and/or weekend hours, and some summer hours assisting with the **Undergraduate Housing Search** and, if needed, for the **New Freshmen Orientation Programs**. I understand this schedule will include mandatory training and paperwork requirements. I also realize my award can be revoked at the discretion of my supervisor or the Director of Financial Aid for not honoring scholarship commitments.

**DEADLINE:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Application Packet Checklist**

- \_\_\_\_\_ **Program Application**
- \_\_\_\_\_ **Personal Statement**
- \_\_\_\_\_ **Unofficial Copy of Your Transcript**

**Off-Campus Housing Office/73 Tremont Street/6<sup>th</sup> Floor/  
617-573-8647/Email: ocho@suffolk.edu**